



Claygate Village Hall Association

Registered Charity No. 305007

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to and not a replacement for Claygate Village Hall Association's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster (also displayed at the hall entrance), including using the hand sanitizer supplied.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, a copy of which you will find on the hall website.

SC3: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test.

SC4: You will be responsible for deciding on whether you wish to clean frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5: You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: We advise that no more people attend your activity/event, than is allowed by the document entitled "Claygate Village Hall COVID-19 Capacities and Permitted Events" a copy of which you will find on the Claygate Village Hall website.

SC7: You are responsible for considering measures that will support the attendance of clinically extremely vulnerable people at your event by considering or encouraging mitigation measures such as face coverings, social distancing, and layout of seating if your event is likely to be busy or crowded.

SC8: You will be responsible for the disposal of all rubbish created during your period of hire, including tissues and cleaning cloths in the bins provided in each Hall and the toilets. You should provide rubbish bags to line these bins. You must check the car park for rubbish at the end of your hire and dispose of anything found. You must check the Hall for lost property at the end of your hire and retain lost property relating to your use

of the Hall. You must place any rubbish requiring quarantine due to a suspected case of COVID-19 in the bin in the designated safe area (see below SC13) and advise the Lettings Manager that you have used this bin.

SC9: You are responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher or in hot soapy water, dried and stowed away. You must bring your own clean tea towels, rubber gloves and washing up cloths and take them away. We will provide washing up liquid.

SC10: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being or have not been complied with, whether by you or by other hirers, or in the event that public buildings are being asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for the hire. CVHA reserves the right to suspend or terminate your hire should it come to our attention that you are not complying with these special hire conditions or government regulations.

SC11: For events which are likely to be more busy or crowded you will consider taking additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC12: In order to avoid risk of aerosol or droplet transmission you will consider whether it is possible to avoid people needing to shout or raise their voices to each other, e.g. by refraining from playing loud music at a volume which makes normal conversation difficult.

SC13: If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home or move them to the designated safe area which is dressing room accessed via the chair store. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.

SC14: Additional Provisions

- a. You are required to provide appropriate PPE for your hire period as determined by your risk assessment.
- b. You must provide your own First Aid Kit
- c. You are encouraged to ensure that any equipment you provide is sanitised before and after use.
- d. You must use cashless payment systems for payments by attendees at your event where possible.
- e. When using cleaning equipment provided by CVHA e.g brooms to sweep the floor, you are encouraged clean your hands with hand sanitiser or wash with soap and water before and after using the equipment and wipe the handles at the beginning and end of your usage.
- f. You must disclose fully the nature of your letting and numbers attending at the time of booking. If you are found to be in breach of this, you are responsible for any liability arising, including any costs incurred by CVHA.